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7 March 1961

MEMORANDUM FOR: Chief, Document Division

SUBJECT : Search for Documents in Process

1. Effective 7 March 1960, search responsibility for documents in process is assigned exclusively to Chief, Incoming and Despatch Unit, Processing Section, Control Branch, Document Division, extension 8920. Selection Section personnel will inform requestors of this change and route future calls to the listed number.

2. Responsibility for procurement of documents not yet received remains with the appropriate senior disseminator.

3. Responsibility for location of documents which have completed processing rests with the Machine Division and Library personnel.

4. The document clerk assigned to Selection Section will assist Processing Section personnel when necessary.

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*8 Mar 1961*

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Chief, Analysis Branch